

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Administrative

**POLICY NO:** 04-027

**SUBJECT:** Solicitation of Gifts or Donations

**EFFECTIVE DATE:** January 1984

**Policy:**

All letters, speeches, or other methods of collecting gifts or donations must be cleared through the Director of Community Relations/Development. Such programs shall conform to legal requirements and established ethical standards for fund raising activities.

**Procedures:**

1. A copy of the proposed solicitation will be presented to the Director of Community Relations/Development. Proposals may also be presented verbally to the Director of Community Relations/Development who will then determine if a written proposal is needed.
2. If the proposal is appropriate for fund raising, it will be reviewed by the Foundation Board.
3. The person suggesting the solicitation will work with the Director of Community Relations/Development to put the plan into action.